

Virginia Department of Housing and Community Development Emergency Home and Accessibility Repairs Program

(Revised June 23, 2015)

The **Emergency Home and Accessibility Repairs Program (EHARP)** assists homeowners in Virginia by funding local administrators to undertake bricks and mortar activities that improve housing conditions for low-income persons and/or low-income persons who are physically or mentally disabled.

The following types of urgent repairs are eligible for EHARP funding:

Emergency Repairs

- Structural hazards (i.e., leaking roof, rotted or unsafe floors, ceilings, walls, stairs, etc.)
- Electric and other fire hazards
- Roof repair/replacement
- Repair/replacement of heating systems
- Repair/replacement of air conditioning systems
- Water sources, plumbing (includes main water line which may include branch lines and well pump repair or replacement) and sewer/septic repairs

Accessibility Repairs *

- Wheelchair ramps
- Hand railings, grab bars
- Kitchen and bathroom modifications
- Doorway widening

* *Please note that all Accessibility Repairs must be made in compliance with current American Disability Act (ADA) Standards. For more information, please visit <http://www.ada.gov/>.*

The following are NOT eligible repairs:

- Replacement of windows or doors where the existing ones are not broken or missing
- Tree, bush, shrub or grass cutting
- Repairs that are covered by homeowner's or flood insurance
- Cosmetic improvements such as interior or exterior painting
- Repairs to sheds or storage buildings
- Propane or fuel refills when there are no heating system repairs being done

DEFINITIONS

The following words and phrases, as used in this manual shall be defined as shown, unless the context clearly indicates otherwise:

ACCESSIBILITY IMPROVEMENT - a modification to a property which makes it more accessible to persons with disabilities (e.g. ramps, wider doorways, grab bars, bathroom and kitchen adaptation, etc.).

DISABLED - any person receiving Social Security Disability, Railroad Retirement Disability, Supplemental Security Income as disabled, One Hundred Percent Veteran's Administration Benefits, or is determined to be disabled by a licensed practicing physician.

ELDERLY - any person sixty (60) years of age or older.

HOUSEHOLD - all persons related or unrelated living together as one economic unit.

Virginia Department of Housing and Community Development Emergency Home and Accessibility Repairs Program

(Revised June 23, 2015)

HOUSEHOLD INCOME - total income, from all sources, before taxes, of all members of the household.

HOUSING UNIT - a detached single family house; a townhouse; a unit in a duplex, apartment, or condominium; a mobile home.

CLIENT ELIGIBILITY

An applicant need not be elderly or disabled to apply for EHARP funding, but must meet the income guidelines and have an urgent need for repairs.

Total gross household income from *all* sources cannot exceed 80% of area median income (AMI), adjusted for family size, as currently determined by HUD.

The most current area median income information may be found on the Virginia Housing Development Authority's website:

- Control+ Click on <http://www.vhda.com/BusinessPartners/PropertyOwnersManagers/Income-Rent-Limits/Pages/HUDMedianIncome.aspx>
- Select the appropriate city or county from the drop down menu to search.
- From the table, use the 80% figure under the column for the number of persons in the household.

*Income documentation must be provided and maintained in the client file.

*Maintain proof of the client's ownership of the property being repaired in the client file. This includes recorded warranty deed or deed of trust if applicable.

*Note: Please do **not** show the client's full Social Security Number on collected documents. If the only proof of income contains a client's SSN, blacken out the number if the document is necessary.*

PROGRAM ADMINISTRATION

No EHARP funds are provided for program administrative costs. Agencies must absorb the cost of participating elsewhere in their agency budgets.

MAXIMUM ASSISTANCE

EHARP assistance per job may not exceed \$4,000. However, there is no maximum job cost if an agency is able to leverage funds from other sources above the \$4,000 funding from EHARP. While agencies may try to serve as many clients as possible, they should not deny an applicant solely based on cost if it is under the program limit and funds are available.

NOTE: Case-by-case exceptions where there are extenuating circumstances must have prior written approval from DHCD, but may not exceed \$7,500 per project per year. If a provider feels the applicant's situation does require special financial consideration, please contact DHCD prior to submitting the EHARP application.

MATCHING FUNDS

Matching funds are not required for EHARP jobs. The agency cannot require an applicant contribution, particularly where an applicant clearly has no resources or ability to contribute. If the repair exceeds \$4,000, is an extenuating circumstance, and no other resources can be leveraged, the agency can request an exception to exceed the limit. However, the agency must receive DHCD approval before proceeding.

Virginia Department of Housing and Community Development Emergency Home and Accessibility Repairs Program

(Revised June 23, 2015)

APPLICATION PROCESS IN CAMS

Local service providers are required to submit an application for every job for which they wish to receive funding through the Department's electronic Centralized Application and Management System (CAMS). Instructions for using CAMS can be found on the DHCD website at:
<http://www.dhcd.virginia.gov/index.php/housing-programs-and-assistance/71-emergency-home-and-accessibility-repair-program-eharp.html>.

CLIENT-AGENCY FORMS

The local administrator must ensure the following EHARP forms are appropriately completed and signed by the client where applicable: 1) APPLICATION; 2) AUTHORIZATION AND RELEASE FORM; 3) HOMEOWNER/RENTER AGREEMENT FORM.

CERTIFICATION

When the project is completed, the local agency must upload into CAMS documentation of the cost of the work completed (i.e. contractor invoice) along with the Certification of Completion Form for reimbursement.

FUNDS DISBURSEMENT

- Initial contracts will be made to local service providers only to establish and assign coverage areas for the upcoming funding year.
- Prior to beginning each job, the local service provider will submit in CAMS an application for reservation of funds for each of its jobs to DHCD for approval and funding.
- Once the application has been approved in CAMS, providers will fund each repair upfront and will then be reimbursed by DHCD once the Certification of Completion, Request for Disbursement forms and the Remittance have been submitted in CAMS.
- Local providers may pay for the repairs and seek reimbursement or request funds to pay the contractor invoice upon completion.

REALLOCATION OF UNSPENT FUNDS

Toward the end of the contract year, DHCD will contact providers to determine any necessity to recapture and redistribute unspent funds. Reallocation to other agencies ensures the entire State allocation is expended.

LOCAL SERVICE PROVIDER CLIENT FILE MUST CONTAIN:

Application for Assistance

EHARP Authorization and Release Form- SIGNED by Local Administrator and Homeowner or Tenant and Landlord

Homeowner/Renter Agreement SIGNED by Local Administrator and Homeowner or Tenant and Landlord

Contractor or subcontractor work estimate

Itemized contractor or subcontractor invoice

Certification of Completion

Photos of before and after repair(s)

**Virginia Department of Housing and Community Development
Emergency Home and Accessibility Repairs Program**

(Revised June 23, 2015)

CONTACT INFORMATION

EHARP Mailing Address:

Department of Housing and Community
Development
Division of Housing
Main Street Centre
600 East Main Street, Suite 300
Richmond, Virginia 23219

EHARP Program Contact:

Michelle Tilton
Housing Program Analyst
Telephone: 804-371-7014
FAX: 804-371-7091
E-mail: michelle.tilton@dhcd.virginia.gov.

The EHARP application and forms are included in the pages that follow.

Virginia Department of Housing and Community Development
Emergency Home and Accessibility Repairs Program
(Revised June 23, 2015)

APPLICATION

PLEASE NOTE: Applications must be submitted to the local EHARP Administrator. The Virginia Department of Housing and Community Development does not accept applications directly.

HOMEOWNER CONTACT INFORMATION

Owner: _____

Applicant (if different from above): _____

Address: _____

County (if applicable): _____

Mailing Address (if different from above): _____

Contact Person: _____

Contact Phone (Home or Cell): _____

Is anyone in the home physically or mentally disabled? ☐ Yes ☐ No *(If Yes, please maintain supporting documents in the client's file)*

HOUSING HISTORY

Does the applicant own this home? ☐ Yes ☐ No

What type of residence does the applicant own? ☐ Site Built ☐ Mobile Home ☐ Townhome
☐ Duplex ☐ Quadplex ☐ Condo ☐ Apartment

REPAIRS

What types of repairs are needed on the applicant's home? _____

How long (months or years) has the applicant been in need of these repairs? _____ ☐ yrs ☐ mo

Virginia Department of Housing and Community Development
Emergency Home and Accessibility Repairs Program
(Revised June 23, 2015)

HOUSEHOLD INFORMATION

Beginning with the owner, please list every person, including children, living in the household and complete the corresponding information requested.

| FIRST AND LAST NAME OF APPLICANT OR HOUSEHOLD MEMBER | ANNUAL INCOME | RELATIONSHIP TO HEAD OF HOUSEHOLD |
|--|---------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

TOTAL # OF HOUSEHOLD MEMBERS _____

PLEASE ENTER NUMBER OF EACH:

ELDERLY (60 OR OLDER): _____ PHYSICALLY DISABLED: _____ MENTALLY IMPAIRED: _____
CHILD (UNDER 6): _____ CHILD (UNDER 18): _____

APPLICANTS SHOULD SELF-SELECT THEIR RACE:

AFRICAN AMERICAN _____ AMERICAN INDIAN OR ALASKA NATIVE _____ ASIAN _____
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER _____ WHITE _____
SOME OTHER RACE _____

Note: Please do not show the client's full Social Security Number on collected documents. If the only proof of income contains a client's SSN, blacken out the number if the document is necessary.

Virginia Department of Housing and Community Development
Emergency Home and Accessibility Repairs Program
(Revised June 23, 2015)

EMERGENCY HOME REPAIR PROGRAM
AUTHORIZATION AND RELEASE

The undersigned hereby certifies that he/she is the owner of the property located at

_____ and does hereby authorize the Virginia Department of Housing and Community Development (DHCD) and

_____, the EHRP Local Administrator, to make repairs and improvements as necessary to the said property. Funding for this program is provided by the Virginia Department of Housing and Community Development (DHCD).

The owner and/or tenant hereby release and agree to indemnify and hold harmless the DHCD and the Local Administrator, its staff and volunteer assistance, from any liability in conjunction with the performance of the repairs and improvements.

Owner and/or tenant agree to provide DHCD and the Local Administrator access to the property at reasonable times for the purpose of inspecting the work.

Owner and/or tenant certifies that he/she intends to occupy the property for at least one (1) year after the date the work is completed.

Owner and/or tenant agree that the quality of the installation of the materials cannot be guaranteed beyond a period of one (1) year.

Owner and/or tenant understand that he/she may request information as to the specific work to be done to the property prior to signing this authorization and release, and agrees to the work to be performed as determined by the Local Administrator.

Local Administrator Signature

Date

Homeowner/Landlord Signature

Date

Tenant Signature (if applicable)

Date

APPLICATIONS MUST BE SUBMITTED TO THE LOCAL EHARP ADMINISTRATOR.

THE VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

DOES NOT ACCEPT APPLICATIONS DIRECTLY.

Virginia Department of Housing and Community Development
Emergency Home and Accessibility Repairs Program
(Revised June 23, 2015)

EMERGENCY HOME AND ACCESSIBILITY REPAIR PROGRAM
HOMEOWNER/RENTER AGREEMENT

An Agreement is made by and between _____ (Local Administrator)
and _____ (Homeowner and/or Renter) in accordance with the
Emergency Home Repair Program Guidelines for the purpose of providing repairs and improvements as
necessary to the property located at

_____ as follows:

SPECIFIC SCOPE OF WORK:

WORK TO BE PERFORMED BY: _____

WORK TO BEGIN: _____ **ESTIMATED COMPLETION:** _____

TOTAL COST – MATERIALS & LABOR: \$ _____

SPECIAL ARRANGEMENTS: _____

Complaints/ questions concerning the repairs should be directed to: _____

Local Administrator Signature

Date

Homeowner/Landlord Signature

Date

Tenant Signature

Date

Virginia Department of Housing and Community Development
Emergency Home and Accessibility Repairs Program
(Revised June 23, 2015)

EMERGENCY HOME AND ACCESSIBILITY REPAIR PROGRAM
CERTIFICATION OF COMPLETION
(Attachment of photos of completed repairs is optional)

I certify that the Scope of Work described above has been completed in a satisfactory* manner at the property
located at _____.

Local Administrator Signature

Date

Homeowner/Renter Signature

Date

**Note: If the homeowner has an issue with any of the repairs performed at his or her property, please contact Michelle Tilton at michelle.tilton@dhcd.virginia.gov or phone 804-371-7014.*